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IN REPLY REFER TO:

LETTER ORDER NO.

25X1

15 AUG 1969

MEMORANDUM FOR: Deputy Chief of Staff for Logistics

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SUBJECT : Records Storage Facility, Feasibility

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1. This Agency has a requirement for a feasibility study of the use of power driven movable shelving in the records storage facility

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2. The study is to be in accordance with the attached scope of work. The study should be coordinated with

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who is familiar with the detailed requirements of the project.

3. It is requested that the study be completed by 31 October 1969. Please advise this office of your proposed schedule for this project when it is available.

4. Funds in the amount of $7,500 have been reserved initially to reimburse your Department for the cost of this study. Please advise this office of your estimated cost of the study so that any required adjustment in funding can be made. Reimbursement will be made upon receipt of an

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FOR THE DIRECTOR OF LOGISTICS

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NOTICE

This material contains information affecting the National Defense of the United States within the meaning of the espionage laws, Title 18, U.S.C., Secs. 793 and 794, the tra sion or revelation of which in any manner to an unauthorized person is prohibited b

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Chief
Real Estate and Construction Division

Attachment

OL 9 5557

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(14 August 1969)

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SCOPE OF WORK

A. General

This project entails an engineering study of the feasibility and practicality of using power driven movable shelving in the records storage facility at the [redacted] 25X1

25X1 [redacted] The intention is to increase the volume of usable storage space without increasing the size of the building.

B. Requirements

1. The study should result in a written report with any drawings which may be used as a management tool in determining the advisability of installing power driven movable shelving to increase usable storage at this facility, given the limitation that building enlargement is not to be considered.

2. The study and report shall cover all aspects of the feasibility and practicality of using this shelving, and shall include the related cost estimates. The items to be considered shall include, but not be limited to, the following:

   a. A structural analysis of the building's ability to accommodate the additional weight of the added records in storage as well as the shelving.

   b. An electrical power survey to determine the necessary and available power for both normal and emergency needs, to supply the illumination and drive motors for the equipment.

   c. An analysis of the maintenance requirements of the equipment.

3. If it is found that movable shelving is not advisable, the reasons for this should be given as well as suggested alternatives, their relative merit and their respective costs.

4. Detailed requirements and information may be obtained 25X1 from the [redacted] Arrangements for preliminary meetings should be made [redacted] 25X1

5. Upon completion of the study, 12 copies with all supporting data shall be submitted [redacted] 25X1

25X1 [redacted]

6. An analysis of the effect, if any, on the HVAC system shall be made.

7. An analysis of the control system for the shelving shall be made.

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